

**Request for Qualifications
Employment Skills/Development Workshops
Questions and Answers
March 13, 2009 - FINAL**

Question #1: Will there be any extension of the bidding deadline?

Answer: The deadline of March 18, 2009 will not be extended.

Question #2: Is there an addendum or pre-bid meeting minutes?

Answer: A bidder's conference was not held for this particular RFQ.

Question #3: How often does each of the centers have workshops every month? On the calendar posted online, it appears that the workshops are conducted almost on a daily basis – please clarify.

Answer: The calendar posted online is current and provides details of all workshops presented.

Question #4: What is the average duration of each workshop?

Answer: Workshop times vary from one hour to three or more.

Question #5: Do the workshops rotate from one center to another center until they reach all of them? Or they occur concurrently in each center?

Answer: Various workshops are offered at each site.

Question #6: Do you have alternating workshops in English and Spanish sessions? Or they are expected to be held concurrently (for example, one center has it in English on a Monday, while other three can have them conducted in Spanish on same day)?

Answer: Workshops are presented in English and Spanish depending upon content and availability of Spanish speaking presenters.

Question #7: What is the average number of attendees in each of these workshops?

Answer: The number of attendees varies depending upon the workshop. Some workshops see small numbers of attendees, while others that may be more popular see larger numbers of attendees. On average, there are 20 people per workshop.

Question #8: We handle OSHA Recognized Operator Safety and Train the Trainer Certification, as well as ANSI Certified Boom and Scissor Lift certification. Can these fall into this category?

Answer: The Network is seeking proposals for workshops and training that meet the needs of a multitude of customers. We welcome proposals representing various training and skill development opportunities.

Question #9: Can you provide any indication as to the average number of participants in each workshop?

Answer: There is an average attendance of 20 participants in each workshop.

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Question #10: Can you provide an estimate as to how many workshops you will be selecting?

Answer: At this time, we are unable to define how many workshops we will be selecting - these decisions will be made based on the scope and applicability of workshops proposed taking our current customer needs into consideration.

Question #11: Can an organization use subcontractors on this contract?

Answer: Subcontractors of vendors are held to the same standards as vendors receiving a contract, therefore, conducting an appropriate procurement for such subcontractors. If a vendor plans on subcontracting services, this must be discussed with the PGWIN during live presentations and again if vendor reaches phase of contract negotiations. Because this RFQ is seeking qualified vendors for fixed fee contracts, potential vendors must include the additional vendor/subcontractor in their proposal as part of their overall service. This would require the primary to also submit agency verification forms, letters of reference, insurance docs, etc. for subcontracting vendor. Roles of each agency must be well defined in the proposal.

Question #12: In regards to Attachment B, this does not appear to be applicable to our organization. In what instance does it need to be completed?

Answer: The Agency Experience Verification Form must be completed by all proposers. One Verification Form is adequate to fulfill this requirement.

Question #13: In regards to Attachment D, this does not appear to be applicable to our organization. In what instance does it need to be completed?

Answer: The Debarment Certification must be completed by all proposers.

Question #14: Would you happen to know how many 'trainers' (headcount wise) are currently deployed? Are these trainers from an incumbent vendor? Are the trainers "rehire-able" through the winning bidder's contract? Do you have a preferred vendor?

Answer: The number of PGWIN workshop presenters varies depending on need and location. RFQ 09-001 is currently seeking qualified vendors to provide employment skills/development workshops.

Further clarification is provided as follows: Currently, WIA-funded workshops are delivered through Network staff and selected One-Stop Partners. Given the current economy and service strategies, we are planning an increase in the number of individuals seeking assistance through our four One-Stop Centers. The purpose of the RFQ is to increase capacity by adding additional workshop providers to meet this demand.

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Whereas there are no current vendors, there will be no one available to consider for “re-hire.” Further, there is no preferred vendor. As provided in the RFQ, all submissions received by the deadline stated will be reviewed based on cost reasonableness; qualifications, experience and expertise; quality of content / curriculum of workshop(s) and; the extent to which the workshops proposed meet current needs of workforce customers.

Question #15: Does the current RFQ include staff trainings?

Answer: The current RFQ is looking for qualified vendors for customer employment skills/development workshops.

Question #16: Does it include longer trainings (1-3 days) for customers?

Answer: The PGWIN is open to considering workshops in various timeframes and scope that best meet the needs of our customers.

Question #17: Our organization does not participate in any lobbying activities. In our case, should just item #4 be completed with a note that the organization does not participate in lobbying activities and then just sign and date?

Answer: Please complete Attachment F on page 20 for entities that have not engaged in lobbying activities.

NEW! Question #18: Is there a specific time range for which reference letters are to be submitted within?

Answer: Reference letters are required to be submitted with the proposal package on or before March 18, 2009. As stated on page 7 of the RFQ document, “vendors must include two letters of reference from other contracted entities that were served within the last five years. Reference letters must be on referring agency letterhead and provide details of the services that were provided and outcomes obtained. Letters should also include contact information for use by the Network’s contract review team during the proposal evaluation period.”

NEW! Question #19: Is there a way to receive the application in a PDF format that can be written on?

Answer: All RFQ forms are available on the Network’s website at http://www.longbeach.gov/cd/workforce/contracting_opportunities.asp. Each form is available for download in Word that will allow proposers to type directly into the form, save, and print for submission.

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NEW! Question #20: You mention the four one stops in Long Beach, if these are the locations we will be giving the workshops, will the one stops charge the vendor for use of the room within the one stops?

ANSWER: The PGWIN will not charge vendors for use of the one stop facilities for the purpose of delivering contracted workshops.

NEW! Question #21: Two of the workshops deal with computers. Do the one stops have a computer room and would we be charged for the use?

ANSWER: PGWIN one stops do have computer labs that can be used for the delivery of workshops, subject to scheduling and software/hardware compatibility. The PGWIN will not charge vendors for use of the one stop computer labs for the purpose of delivering contracted workshops.

NEW! Question #22: Will the contract have a minimum guarantee of the number of workshops we would be given in a year's period and what would that number be?

ANSWER: The PGWIN cannot guarantee the number of workshops provided by a vendor. The number of workshops provided each year is driven by customer need and funding availability.

NEW! Question #23: Attachment B - is this to be filled out by an agency we are currently contracted with? What does funding source mean?

ANSWER: A funding source is a grantor of funds - an entity that provides funding to another agency/vendor/subrecipient/grantee. Attachment B, the Agency Experience Verification Form, must be completed by an entity that is currently providing your agency with monies to provide a service.

NEW! Question #24: I'm not clear what is requested in Attachment B, the Agency Experience Verification Form with E. Types of Funds. Please explain.

ANSWER: On the Agency Experience Verification Form, Types of Funds refers to the type(s) of funds the agency used(es) to provide your agency with a contract. For example, a vendor contract issued under this procurement would use Workforce Investment Act (WIA) funds.

NEW! Question #25: If an agency cannot get the Agency Verification Form back in time for the March 18th deadline, will the submission still be reviewed pending the receipt of the form?

ANSWER: Page 9 of the RFQ provides clarification for this question. General Information, #8 states, "The Workforce Investment Network will review responses as initially submitted. No changes, additions, or resubmissions will be accepted after the initial deadline for submission."